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M&IE Rate	Breakfast	Lunch	Dinner	Incidentals	M&IE Rate	Breakfast	Lunch	Dinner	Incidentals
75	11	19	30	15	149	22	37	60	30
76	11	19	31	15	150	23	37	60	30
77	12	19	31	15	151	23	38	60	30
78	12	20	31	15	152	23	38	61	30
79	12	20	32	15	153	23	38	61	31
80	12	20	32	16	154	23	39	61	31
81	12	20	33	16	155	23	39	62	31
82	12	21	33	16	156	23	39	63	31
83	12	21	33	17	157	24	39	63	31
84	13	21	33	17	158	24	40	63	31
85	13	21	34	17	159	24	40	64	31
86	13	22	34	17	160	24	40	64	32
87	13	22	35	17	161	24	40	65	32
88	13	22	35	18	162	24	41	65	32
89	13	22	36	18	163	24	41	65	33
90	14	22	36	18	164	25	41	65	33
91	14	23	36	18	165	25	41	66	33
92	14	23	37	18	166	25	42	66	33
93	14	23	37	19	167	25	42	67	33
94	14	24	37	19	168	25	42	67	34
95	14	24	38	19	169	25	42	68	34
96	14	24	39	19	170	26	42	68	34
97	15	24	39	19	171	26	43	68	34
98	15	25	39	19	172	26	43	69	34
99	15	25	40	19	173	26	43	69	35
100	15	25	40	20	174	26	44	69	35
101	15	25	41	20	175	26	44	70	35
102	15	26	41	20	176	26	44	71	35
103	15	26	41	21	177	27	44	71	35
104	16	26	41	21	178	27	45	71	35
105	16	26	42	21	179	27	45	72	35
106	16	27	42	21	180	27	45	72	36
107	16	27	43	21	181	27	45	73	36
108	16	27	43	22	182	27	46	73	36
109	16	27	44	22	183	27	46	73	37
110	17	27	44	22	184	28	46	73	37
111	17	28	44	22	185	28	46	74	37
112	17	28	45	22	186	28	47	74	37
113	17	28	45	23	187	28	47	75	37
114	17	29	45	23	188	28	47	75	38
115	17	29	46	23	189	28	47	76	38
116	17	29	47	23	190	29	47	76	38
117	18	29	47	23	191	29	48	76	38
118	18	30	47	23	192	29	48	77	38
119	18	30	48	23	193	29	48	77	39
120	18	30	48	24	194	29	49	77	39
121	18	30	49	24	195	29	49	78	39
122	18	31	49	24	196	29	49	79	39
123	18	31	49	25	197	30	49	79	39
124	19	31	49	25	198	30	50	79	39
125	19	31	50	25	199	30	50	80	39
126	19	32	50	25	200	30	50	80	40
127	19	32	51	25	201	30	50	81	40
128	19	32	51	26	202	30	51	81	40
129	19	32	52	26	203	30	51	81	41
130	20	32	52	26	204	31	51	81	41
131	20	33	52	26	205	31	51	82	41
132	20	33	53	26	206	31	52	82	41
133	20	33	53	27	207	31	52	83	41
134	20	34	53	27	208	31	52	83	42
135	20	34	54	27	209	31	52	84	42
136	20	34	55	27	210	32	52	84	42
137	21	34	55	27	211	32	53	84	42
138	21	35	55	27	212	32	53	85	42
139	21	35	56	27	213	32	53	85	43
140	21	35	56	28	214	32	54	85	43
141	21	35	57	28	215	32	54	86	43
142	21	36	57	28	216	32	54	87	43
143	21	36	57	29	217	33	54	87	43
144	22	36	57	29	218	33	55	87	43
145	22	36	58	29	219	33	55	88	43
146	22	37	58	29	220	33	55	88	44
147	22	37	59	29	221	33	55	89	44
148	22	37	59	30	222	33	56	89	44

Temporary Duty (TDY) Travel Allowances

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M&IE Rate	Breakfast	Lunch	Dinner	Incidentals	M&IE Rate	Breakfast	Lunch	Dinner	Incidentals
223	33	56	89	45	250	38	62	100	50
224	34	56	89	45	251	38	63	100	50
225	34	56	90	45	252	38	63	101	50
226	34	57	90	45	253	38	63	101	51
227	34	57	91	45	254	38	64	101	51
228	34	57	91	46	255	38	64	102	51
229	34	57	92	46	256	38	64	103	51
230	35	57	92	46	257	39	64	103	51
231	35	58	92	46	258	39	65	103	51
232	35	58	93	46	259	39	65	104	51
233	35	58	93	47	260	39	65	104	52
234	35	59	93	47	261	39	65	105	52
235	35	59	94	47	262	39	66	105	52
236	35	59	95	47	263	39	66	105	53
237	36	59	95	47	264	40	66	105	53
238	36	60	95	47	265	40	66	106	53
239	36	60	96	47					
240	36	60	96	48					
241	36	60	97	48					
242	36	61	97	48					
243	36	61	97	49					
244	37	61	97	49					
245	37	61	98	49					
246	37	62	98	49					
247	37	62	99	49					
248	37	62	99	50					
249	37	62	100	50					

For M&IE rates greater than \$265, allocate 15%, 25%, and 40% of the total to breakfast, lunch, and dinner, respectively. The remainder is the incidental expense allowance.

[FTR Amdt. 10, 55 FR 41535, Oct. 12, 1990, as amended by FTR Amdt. 2007-05, 72 FR 61540, Oct. 31, 2007]

APPENDIX C TO CHAPTER 301—STANDARD DATA ELEMENTS FOR FEDERAL TRAVEL [TRAVELER IDENTIFICATION]

Group name	Data elements	Description
Travel Authorization	Authorization Number	Assigned by the appropriate office.
Employee Name	First Name, Middle Initial, Last Name.	Agency guidelines may specify the order, e.g., last name first.
Employee Identification	Employee Number	Must use a number, e.g., SSN, vendor number, or other number that identifies the employee.
Travel Purpose Identifier	Employee Emergency	Travel related to an unexpected occurrence/event or injury/illness that affects the employee personally and/or directly that requires immediate action/attention. <i>Examples:</i> Traveler is incapacitated by illness or injury, death or serious illness of a family member (as defined in §300-3.1 or §301-30.2), or catastrophic occurrence or impending disaster that directly affects the employee's home. Emergency travel also includes travel for medical care while employee is TDY away from the official duty station (part 301-30), death of an employee/immediate family member when performing official duties away from the official duty station or home of record (part 303-70), medical attendant transportation (part 301-30), assistance travel for an employee with special needs (part 301-13), as well as travel for threatened law enforcement/investigative employees (part 301-31).
	Mission (Operational)	Travel to a particular site in order to perform operational or managerial activities. Travel to attend a meeting to discuss general agency operations, review status reports, or discuss topics of general interest. <i>Examples:</i> Employee's day-to-day operational or managerial activities, as defined by the agency, to include, but not be limited to: hearings, site visit, information meeting, inspections, audits, investigations, and examinations.
	Special Agency Mission	Travel to carry out a special agency mission and/or perform a task outside the agency's normal course of day-to-day business activities that is unique or distinctive. These special missions are defined by the head of agency and are normally not programmed in the agency annual funding authorization. <i>Examples:</i> These agency-defined special missions may include details, security missions, and agency emergency response/recovery such as civil, natural disasters, evacuation, catastrophic events, technical assistance, evaluations or assessments.

Group name	Data elements	Description
	Conference—Other Than Training.	Travel performed in connection with a prearranged meeting, retreat, convention, seminar, or symposium for consultation or exchange of information or discussion. Agencies have to distinguish between conference and training attendance and use the appropriate identifier (see Training below). <i>Examples:</i> To participate in a planned program as a speaker/panelist or other form of presentation, host, planner, or others designated to oversee the conference or attendance with no formal role, or as an exhibitor.
	Training	Travel in conjunction with educational activities to become proficient or qualified in one or more areas of responsibility. 5 USC 4101(4) states that “‘training’ means the process of providing for and making available to an employee, and placing or enrolling the employee in a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields which will improve individual and organizational performance and assist in achieving the agency’s mission and performance goals.” The term “conference” may also apply to training activities that are considered to be conferences under 5 CFR 410.404, which states that “agencies may sponsor an employee’s attendance at a conference as a developmental assignment under section 4110 of title 5, United States Code, when: (a) The announced purpose of the conference is educational or instructional; (b) More than half of the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of training in section 4101 of title 5, United States Code; (c) The content of the conference is germane to improving individual and/or organizational performance, and (d) Development benefits will be derived through the employee’s attendance.” Agencies have to distinguish between conference and training attendance and use the appropriate identifier (see Conference—Other Than Training above). <i>Examples:</i> Job required training, Internships, Intergovernmental Personnel Act, and forums.
	Relocation	Travel performed in connection with a transfer from one official duty station to another for employees/immediate family members, as applicable. <i>Examples:</i> Permanent change of station (PCS) moves for domestic and international transferees/new appointees, tour renewal, temporary change of station (TCS), and last move home.
Travel Period	Start Date, End Date	Month, Day, Year according to agency guidelines.
Travel Type	CONUS/Domestic	Travel within continental United States.
	OCONUS/Domestic	Travel outside the continental United States.
	Foreign	Travel to other countries.
Leave Indicator	Annual, Sick, Other	Identifies leave type as the reason for an interruption of per diem entitlement.
Official Duty Station	City, State, Zip	Either the corporate limits of city/town or the reservation, station, established area where stationed.
Residence	State, Zip, City	The geographical location where employee resides, if different from official duty station.
Payment Method	EFT	Direct deposit via electronic funds transfer.
	Treasury Check	Payment made by Treasury check.
	Imprest Fund	Payment made by Imprest Fund.
Mailing Address	Street Address, City, State, Zip.	The location designated by the traveler based on agency guidelines.

COMMERCIAL TRANSPORTATION INFORMATION

Group name	Data elements	Description
Transportation Payment	Method employee used to purchase transportation tickets.
Method Indicator	GTR	U.S. Government Transportation Request.
	Central Billing Account ..	A contractor centrally billed account.
	Government Charge Card.	In accordance with and as provided by agency guidelines.
	Cash	

Temporary Duty (TDY) Travel Allowances

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COMMERCIAL TRANSPORTATION INFORMATION—Continued

Group name	Data elements	Description
Transportation Payment Identification Number	Payment ID Number	A number that identifies the payment for the transportation tickets, according to agency guidelines, e.g., GTR number, Govt. contractor-issued charge card number.
Transportation Method Indicator	Air (other than coach-class). Air (coach-class) Non-contract Air, Train, Other.	Common carrier used as transportation to TDY location.
Transportation in Performance of TDY or While at the TDY Location	POV, Car rental, Taxi, Other.	Identifies transportation used while in the performance of TDY or while at the TDY location.

TRAVEL EXPENSE INFORMATION

Group name	Data elements	Description
Per Diem	Total Number of Days ... Total Amount Claimed ... Lodging, Meals & Incidentals.	The number of days traveler claims to be on per diem status, for each official travel location. The amount of money traveler claims as per diem expense.
Travel Advance	Advance Outstanding Remaining Balance	The amount of travel advance outstanding, when the employee files the travel claim. The amount of the travel advance that remains outstanding.
Subsistence	Actual Days Total Actual Amount	Total number of days the employee charged actual subsistence expenses. The number of days must be expressed as a whole number. Total amount of actual subsistence expenses claimed as authorized. Actual subsistence rate, per day, may not exceed the maximum subsistence expense rate established for official travel by the Federal Travel Regulation.
Transportation Method Cost	Air (other than coach-class). Air (coach-class) Non-contract Air, Train .. Other	The amount of money the transportation actually cost the traveler, entered according to method of transportation.
Transportation in Performance of TDY or While at the TDY Location	POV mileage POV mileage expense .. Car rental, Taxis, Other Constructive cost	Bus or other form of transportation. Total number of miles driven in POV. Total amount claimed as authorized based on mileage rate. Different mileage rates apply based on type and use of the POV.
Constructive cost	Reclaim amount	The difference between the amount authorized to spend versus the amount claimed.
Reclaim	Total claim	An amount of money previously denied as reimbursement for which additional justification is now provided.
Total Claim		The sum of the amount of money claimed for per diem, actual subsistence, mileage, transportation method cost, and other expenses.

STANDARD DATA ELEMENTS FOR FEDERAL TRAVEL

[Accounting & Certification]

Group name	Data elements	Description
Accounting Classification	Accounting Code	Agency accounting code.
Non-Federal Source Indicator ..	Per Diem, Subsistence, Transportation.	Indicates the type of travel expense(s) paid, in part or totally, by a non-Federal source.
Non-Federal Source Payment Method.	Check, EFT, Payment "in-kind".	Total payment provided by non-Federal source according to method of payment.
Signature/Date Fields	Claimant Signature	Traveler's signature, or digital representation. The signature signifies the traveler read the "fraudulent claim/responsibility" statement.